

**OFFICE ASSISTANT
602**

DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Performs clerical work which is highly procedural in nature.

Work involves performing varied tasks in which a set sequence of guidelines is applied to the processing of data, forms, and records and/or the typing of such material. Work is performed under general supervision of the Administrative Secretary and is reviewed through observation and results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Picks up an/or delivers correspondence and mail to Divisional/agency sites, along with various other locations within the County.

Picks up the previous day's deposits for the outlying sites and brings them to the Account Clerk I for reconciliation. Reconciles the daily deposits.

Transports deposits to the Treasurer's Office for drop off.

Participates in the completion of various projects and tasks from staff within the Division's Administrative offices.

Troubleshoots and reports status of assigned County cars to vehicle pool supervisor.

Acts as a receptionist; ascertains nature of contract; provides information related to unit's policies, practices, and/or regulatory guidelines of a routine nature; distributes phone calls, directs visitors.

Types correspondence of a routine nature from written drafts. Performs data entry of a variety information to set up, update, and maintain automated files.

Sets up and maintains manual filing systems.

Assists citizens and/or employees in the completion of standard forms; gives related information.

Processes reports, forms, payments, billings, or other similar material; examines for accuracy and completeness; notes discrepancies; and consults with supervisor or other employees, as appropriate.

Sorts and delivers intra-agency and U.S. mail.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Drives County vehicle to division sites and other County facilities. Operates standard office equipment to include telephone, calculator, typewriter, copy machine, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of standard office practices and procedures.

Some knowledge of business English, grammar, and arithmetic.

Ability to follow verbal and written instructions.

Ability to operate office equipment in performance of duties.

Ability to make simple mathematical computations.

Ability to perform a variety of clerical work requiring some exercise of judgement.

Ability to work under pressure and to meet deadlines.

Ability to prepare simple reports.

Ability to maintain and secure confidential materials.

Ability to establish and maintain effective working relationships with employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, and one year of experience in general clerical work; or any equivalent combination of education, training, and experience providing the knowledge, skills, and abilities cited above.